

Public Schools, Charter Schools, Non-public School Corporations and Freeway Schools

Directions for accessing and updating the DOE-MF (Indiana School Directory)

This information will be collected on-line at: <https://dc.doe.state.in.us/DOEOnline/Main.aspx?pageid=219>

You will login with your corporation number and the corporation pin.

DOE Online Indiana Department of Education

Home | Login

MasterFile/Indiana School Directory Application

Corp/School Pin Login

Corp/School ID:

Pin:

Login

When you have logged in you will see a box to 'Edit Corporation Information' and a list of school(s) in your corporation. If you have nonpublic schools listed please review and edit the data if necessary.

DOE Online Indiana Department of Education

Home | Login

MasterFile Application

Please do not use your browser's BACK or FORWARD buttons.

Logout

Edit Corp Information 0 pending corp changes.

☐ Only display schools with outstanding changes.

Listing of Schools in this corp

Schl	Name	ADDRESS	CITY	ZIP	
0001	XYZ High School				7 Pending Change(s)
0002	XYZ Middle School				0 Pending Change(s)
0003	XYZ Elementary School				0 Pending Change(s)
A001	Indiana Non Public	101 Main St	Indianapolis	46023	0 Pending Change(s)

To /view edit the corporation information

Click on 'Edit Corporation Information' button. This will open up the general information about the corporation office.

DOE Online Indiana Department of Education

Home | Login

MasterFile Application

Please do not use your browser's BACK or FORWARD buttons.

Logout

Edit Corp Information 0 pending corp changes.

☐ Only display schools with outstanding changes.

Listing of Schools in this corp

Schl	Name	ADDRESS	CITY	ZIP	
0001	XYZ High School				7 Pending Change(s)
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0003	XYZ Elementary School				0 Pending Change(s)
A001	Indiana Non Public	101 Main St	Indianapolis	46023	0 Pending Change(s)

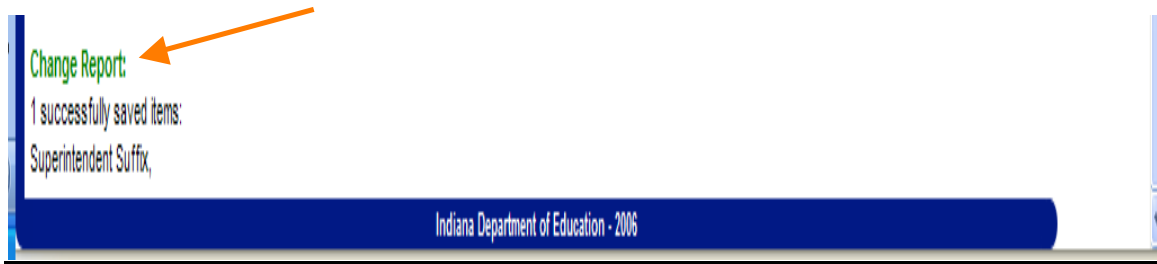
The corporation name and county are blocked. If you have changes to this information you must fax the request on letterhead and signed by the Superintendent to Amy Hart at 317.233.6326. Please review the listed information and make changes if necessary.

The screenshot shows a web browser window with the URL <http://merlin.doe.state.in.us/DOEOnline/Main.aspx?pageid=219>. The page title is "DOE Online Staging". A red warning message at the top states: "Please do not use your browser's BACK or FORWARD buttons." The main content area is titled "Corp Information" and includes a "Logout" link. The form is divided into several sections: "Basic Information" with fields for Corp Name (8800 XYZ School Corporation), County (01 - Adams), Telephone, Fax, and Homepage; "Superintendent" with fields for Title (No Title), First, Middle, Last, and Suffix, and Email; "Address" with fields for Mailing, Location, and Shipping addresses, each with City, State, and Zip fields, and buttons for "Same as Location" and "Same as Shipping"; and "Person Requesting Change" with fields for Name and Email. At the bottom, there are buttons for "Save Changes" and "Back to school list", with instructions: "Click to SAVE your changes" and "Click when your changes have been made AND saved." The footer of the page reads "Indiana Department of Education - 2006".

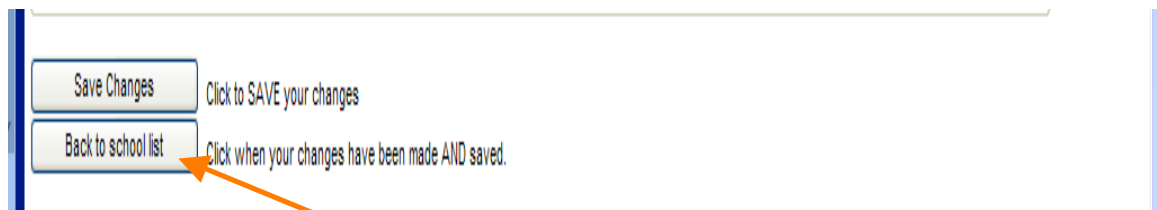
Once you have made the changes you will complete the 'Person Requesting Change' information at the bottom of the page and click the 'Save Changes' button. As your changes are being processed you will see a red **Please Wait**. If you have no changes just click on the 'back to school list' to return to the main page.

This close-up view of the "Person Requesting Change" section shows the "Name" field containing "karla" and the "Email" field containing "kcarr@doe.in.gov". Below these fields are the "Save Changes" and "Back to school list" buttons, with the same instructions as in the full screenshot: "Click to SAVE your changes" and "Click when your changes have been made AND saved."

If you made changes the 'Change Report' list will appear at the bottom of the page once you have clicked on the 'Save Changes' button which lists the changes that were made.

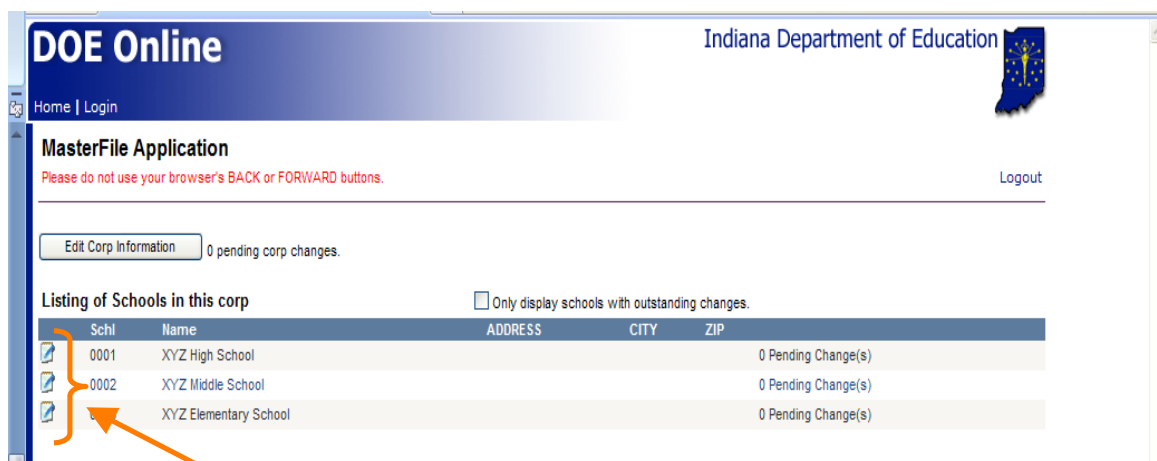


To return to the list of schools click on the 'Back to school list'.



To edit/view school information

Once you have returned to the school list you may click on the [v \(edit\)](#) to the left of each school number to view and edit each school profile. You will have to access each school individually to view/edit profiles.



As you view the school profile you will see the school name, county number and name, grade levels and unit are fields that are blocked. If you have changes to these fields you will need to fax the request on corporation letterhead and signed by the Superintendent to Amy Hart at 317.233.6326.

DOE Online

Indiana Department of Education

Home | Login

MasterFile Application

Please do not use your browser's BACK or FORWARD buttons.

Logout

School Information

Basic Information

Corp: School: Name: County:

8800 0001 XYZ High School 01 - Adams

Telephone: Fax: Homepage:

School Details

Grade Levels: 09 - 12 Year Type: Traditional

Grade Levels 2: None - None Unit:

Schedule Type: Traditional Charter School: No

Principal

Title: First: Middle: Last: Suffix:

No Title

Email: Full Name (as Last Accepted):

Address

Mailing: Address City State Zip +4

Same as Location

Location: Address City State Zip +4

Same as Mailing

Internet 100%

The school computer information is required. Once you have made the changes you will complete the ‘[Person Requesting Change](#)’ information at the bottom of the page and click the ‘[Save Changes](#)’ button. As your changes are being processed you will a red **Please Wait**. If you do not have any changes for a school click the ‘Back to school list’ and this will take you back to the main page.

School Computer
The unduplicated number of computers available to students for instruction (e.g. in classrooms, media centers, and moved from one classroom to another on media carts).
Note: Enter 0 (zero) for no computers.

Dialup	High Speed Wired	High Speed Wireless	No Connectivity
0	0	0	0

Person Requesting Change

Name: Email:

Click to SAVE your changes

Click when your changes have been made AND saved.

Indiana Department of Education - 2006

A ‘**Change Report**’ list will appear at the bottom of the page once you have clicked on the ‘Save Changes’ button which lists the changes that were made.

Change Report:

2 successfully saved items: Dialup, Wired,
1 change requests already exist: County,

Indiana Department of Education - 2006

To return to the list of schools click on the ‘Back to school list’.

Click to SAVE your changes

Click when your changes have been made AND saved.

From the main page you will review/edit each school. Once you have finished reviewing all of the schools in your corporation you will need to logout. **I will have more information on this when Erin gets finished making some more corrections.**

Please remember that the information is stored in a temporary table until reviewed and submitted by a DOE staff member.

Accredited Stand Alone Non-public schools and Freeway Schools

You will login with the school number and the four digit pin number.



DOE Online Indiana Department of Education

Home | Login

MasterFile Application

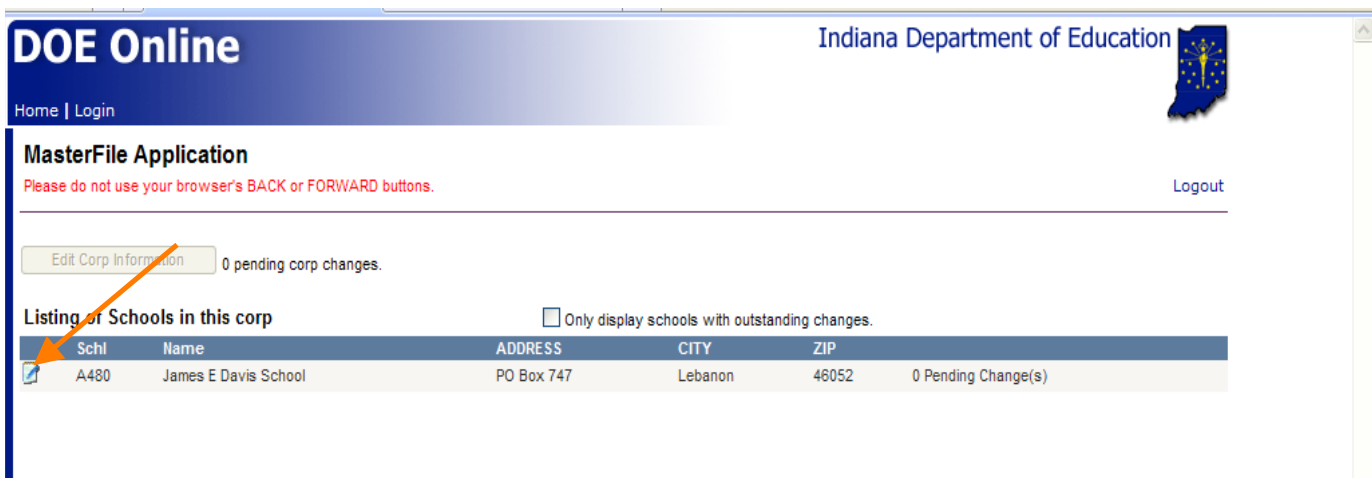
Corp/School Pin Login

Corp/School ID:

Pin:

Login

You will see the listing for your school with the school number, school name, mailing address, city and zip code. There is a blue page with a check mark (✓) ([edit](#)) to the left of the school number. Click on the ✓, this opens up the page to make your changes.



DOE Online Indiana Department of Education

Home | Login

MasterFile Application

Please do not use your browser's BACK or FORWARD buttons. Logout

Edit Corp Information 0 pending corp changes.

Listing of Schools in this corp ☐ Only display schools with outstanding changes.

Schl	Name	ADDRESS	CITY	ZIP	
<input checked="" type="checkbox"/>	A480 James E Davis School	PQ Box 747	Lebanon	46052	0 Pending Change(s)

Please verify the information and make changes if necessary. The school computer information is required.

DOE Online Staging - Windows Internet Explorer

http://merlin.doe.state.in.us/DOEOnline/Main.aspx?pageid=219

File Edit View Favorites Tools Help

DOE Online Staging Home Feeds (J) Print Page Tools

Please do not use your browser's BACK or FORWARD buttons. Logout

School Information

Basic Information

Corp: School Name: 8800 A001 Indiana Non Public County: 01 - Adams

Telephone: 123456789 Fax: 1234567890 Homepage:

School Details

Grade Levels: 01 - 08 Year Type: Traditional

Grade Levels 2: None - None Unit:

Schedule Type: Traditional Affiliation: Lutheran

Principal

Title: Dr First: Ron Middle: Last: Smith Suffix:

Email: Full Name (as Last Accepted): Smith Ron Dr

Address

Mailing: Address City State Zip +4
101 Main St Indianapolis IN 46023 - 0000 Same as Location

Location: Address City State Zip +4
101 Main Indianapolis IN 40633 - 0000 Same as Mailing

School Computer

The unduplicated number of computers available to students for instruction (e.g. in classrooms, media centers, and moved from one classroom to another on media carts).
Note: Enter 0 (zero) for no computers.

Dialup	High Speed Wired	High Speed Wireless	No Connectivity
0	0	0	0

Internet 100%

Once you have made the changes you will complete the 'Person Requesting Change' information at the bottom of the page and click the 'Save Changes' button. As your changes are being processed you will a red **Please Wait**. If you do not have any changes for a school click the 'Back to school list' button and this will take you back to the main page.

The screenshot shows the 'Person Requesting Change' section of the DOE Online interface. It includes input fields for 'Name' (containing 'John Doe') and 'Email' (containing 'jdoe@doe.in.gov'). Below these fields are two buttons: 'Save Changes' and 'Back to school list'. An orange arrow points from the 'Save Changes' button to the text 'Click to SAVE your changes'. Another orange arrow points from the 'Back to school list' button to the text 'Click when your changes have been made AND saved.' The footer of the page displays 'Indiana Department of Education - 2006' and the browser status bar shows 'Internet' and '100%' zoom.

A 'Change Report' list will appear at the bottom of the page after you have saved the changes.

This screenshot shows the 'Change Report' section after a successful save. It features the same 'Save Changes' and 'Back to school list' buttons as the previous screenshot. An orange arrow points from the 'Change Report:' heading to the text '3 successfully saved item(s): Principal Title, Principal Middle Name, No Connect,'. The footer remains 'Indiana Department of Education - 2006'.

To exit the page you may click on the back to schools list and logout or

This screenshot focuses on the navigation buttons: 'Save Changes' and 'Back to school list'. An orange arrow points to the 'Save Changes' button, which is accompanied by the text 'Click to SAVE your changes'. The 'Back to school list' button is accompanied by the text 'Click when your changes have been made AND saved.'

scroll back up to the top of the page and click on the 'Logout' button.

The screenshot shows the main DOE Online interface. At the top, it says 'DOE Online' and 'Indiana Department of Education'. Below this is a navigation bar with 'Home | Login'. The main content area is titled 'MasterFile Application' and includes a warning: 'Please do not use your browser's BACK or FORWARD buttons.' Under 'School Information', there is a 'Basic Information' section with fields for 'Corp: School: Name' (containing '0665 A480 James E Davis School'), 'County' (a dropdown menu showing '06 - Boone'), 'Telephone' (containing '7654825900'), 'Fax' (containing '7654825942'), and 'Homepage'. An orange arrow points to the 'Logout' button in the top right corner. The footer shows 'School Details' and some partially visible fields.

Please remember that the information is stored in a temporary table until reviewed and submitted by a DOE staff member.